



Attachment D – Cover Letter

Montana Commission on Community Service 2011 AmeriCorps State Grant Application

Proposed Project Title: _____

Contact Person: _____

Name of Applicant Organization: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

E-mail Address: _____ (note – all AmeriCorps programs must have access to the Internet at the time of the program's start date)

Federal Employer Identification No (FEIN): _____

Type of Applicant (nonprofit, government, etc.): _____

Geographic Area to be Served: _____

Amount of Funds Requested and Total Project Budget: _____

Question 1: Brief description and summary of program (max 500 words) *Please use similar content to what is submitted into eGrants:* _____

Issue Areas - Which federal key objective(s) and/or Montana Initiative(s) will this program address?

Federal Key Objectives: *Note: These key objectives have not yet been finalized by CNCS.*

- ☐ Education: Improve graduation rates for students and improve grade-level performance
- ☐ Healthy Futures: Improve the health and wellness of individuals in the areas of obesity prevention, aging in place and access to health service
- ☐ Environment Stewardship: Decrease the consumption of fossil fuels
- ☐ Veterans: Increase economic, education, and health opportunities for veterans and military families by leveraging national service, including veterans serving veterans



- ☐ Opportunity: Improve financial stability, access to affordable housing, and employment opportunities for economically vulnerable families
- ☐ Disaster Services: Increase capacity of communities to serve vulnerable populations in the event of a disaster and improve communities in disaster-affected areas

Montana Initiatives:

- ☐ The Governor's strategic initiative for clean energy
- ☐ The Governor and First Lady's strategic initiative for math and science education

Questions 2: Describe how your program will address these issue areas as outlined in the Federal Key Objectives and Montana Initiatives. (max 500 words) *Note: how well programs address issue areas will be used in the ranking of funding recommendations by the Grant Review Workgroup.*

The Montana Commission on Community Service also has the following expectations of all AmeriCorps Programs:

Montana Expectations of All Programs:

- ☐ Disability inclusion in the design and delivery of the program
- ☐ A collaborative approach to program planning, design and delivery
- ☐ Demonstrated ability to successfully administer an AmeriCorps or other federal grant
- ☐ Addressing rural, underserved or areas of extreme poverty that are not currently served by AmeriCorps programs

Questions 3: Describe how your program will address these expectations (max 300 words):

Indirect Cost Rate:

Applicants that include a federally-approved indirect cost rate amount in their budget must submit the approved indirect cost rate agreement to the Governor's Office of Community Service.

**Please attach the indirect cost rate agreement.*



AmeriCorps Members

How many Members will be recruited under the proposed program?

_____ Full Time
(1700 hrs)

_____ Half Time
(900 hrs)

_____ Reduced Half Time
(675 hrs)

_____ Quarter Time _____ Minimum Time
(450 hrs) (300 hours)

_____ Total

Continuation Applicants Only:

Give a summary of the successes and highlights of your program in the last year. Please consider using information from your progress reports. (max 600 words) _____

Thank you for your interest and we look forward to reviewing your proposal!

Please submit a completed cover letter (attachment D) to the Governor's Office of Community Service by November 3, 2010 at 5pm in order to be eligible for a 2011 AmeriCorps Grant. This is in conjunction to the full application submitted in eGrants by November 3, 2010 at 5pm.

